

# Online Pay Stub System

5/22/09



If you have questions about logging in, looking up a pay stub, changing your password or email address after you've registered, **click the large green "Pay Stub On-line Tutorial" button** on the main web page.

## Basic Information

1. Start Firefox or Internet Explorer (whichever connects your computer to the Internet)
2. Go to this website: <http://www.cardiffschools.com>
3. On the gold bar, point the mouse at **Faculty & Staff**. You should see two links drop down.
4. Click on Online Paystubs.
5. Click on ONLINE PAYSTUBS ENTRYPOINT
6. Proceed to log into system with your employee ID and password.

## More helpful information:

- You cannot save the link as a bookmark. You must click the link from the district web site (under Faculty & Staff): <http://www.cardiffschools.com>
- When you click VIEW on a Mac computer, you are actually downloading a PDF file (which uses Acrobat Reader or Preview) onto your computer.

Note: If you are using a school computer to access your pay stub, you need to delete your pay stub file AND **empty the trash!**

- If you forget your password, click on the link FORGOT PASSWORD? A temporary password will be emailed to you. When you log in with that password, you will be immediately prompted to change it to a new one.

Note: When you submit the request for a new password, you can see the email address that it is being sent to. If you do not have that email account any more, call the business manager to get a temporary password. Once you log on with that temporary password, you create your new password and then you can change your email address.

- If you are blocking all incoming email addresses except ones in your address book, enter this email address into your address book: [directdepositpaystub@sdcoe.net](mailto:directdepositpaystub@sdcoe.net)
- If you work at multiple districts, you will see all of the pay stubs online as long as they're from SDCOE.
- If you forget your ID number, call the business manager if you don't have an available copy of your pay stub printed or on your computer.
- The only time the employees will receive an e-mail from the on-line pay stub system is if they click the link "Forgot Password?".

For additional questions or problems, contact the business manager in the district office.

## **Special instructions for Mac users**

**Only the Firefox browser is supported for the Online Pay Stub System on Mac computers.** (The Safari browser is not supported. This means that if you only use Safari and you have problems with the pay stub system, no one will help you!)

**The first time you use the Online Pay Stub system, you need to follow these instructions to resolve a known problem:**

- 1) After clicking on the link to VIEW a pay stub, the popup gives you the choice of 'Open With' or 'Save File'. Click the radio button to select 'Open With', then click 'Choose'.
- 2) Navigate to the Applications folder and choose Adobe Acrobat Reader (or Preview).
- 3) On that same popup, click the radio button next to 'Do this automatically for files like this one from now on'. Click 'OK'

After these steps have been followed, the PDF files will open properly.